

Data Management Information Regarding Airport Transfer Service

Name and Contact Information of the Data Controller

Data Controller	Coordinating Center for International Education
Representative of the Data Controller	Prof. Dr. Attila Jenei, Director
Registered Office	4032 Debrecen, Egyetem tér 1.
Email Address	info@edu.unideb.hu
Telephone Number	+3652258058

Relevant Data Protection Legislation

The data management by the **Coordinating Center for International Education (hereinafter referred to as the Data Controller)** is governed by the following legal provisions:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR).
- Act CXII of 2011 on the Right to Informational Self-Determination and on Freedom of Information.
- Act C of 2000 on Accounting.

Data Processing by the Data Controller

Description of the Data Processing:

TroubleShooter has entered into an agreement with Pannon Transfer Kft. for providing airport transfer services to students, aimed at offering a convenience service and providing a discount for first-year SH scholarship students. This activity involves the processing of personal data, for which the Coordinating Center for International Education, as the Data Controller, provides information. For passengers utilizing the transfer at full price, the transfer company communicates directly with them after receiving the form. These passengers pay the transfer directly to the transfer company via bank transfer or on-site card payment.

Data Processing Related to the Provision of Service	
Purpose of Data Processing:	The Data Controller allows students requesting the service to place an order by filling out a form on the https://troubleshooter.edu.unideb.hu website. The Data Controller sends a confirmation to first-year students.
Scope of Data Processed:	Date of arrival or departure, direction of travel, time, flight number, names of passengers, number and weight of luggages, email addresses, phone numbers, pickup/drop-off location, payment method, billing address. For first-year SH scholarship students: SH ID, date of birth.
Legal Basis for Data Processing:	Article 6 (1) (a) of the GDPR: The data subject has given consent to the processing of their personal data for one or more specific purposes.
Duration of Data Processing:	Until the withdrawal of consent, but no longer than the fulfillment of the service.
Parties with Access to Data:	Employees of Coordinating Center for International Education assigned to perform tasks and employees of the Transfer company.

Data Processing Related to the Use of Message Board	
Purpose of Data Processing:	Purpose of Data Processing: Contact via the message board on the https://troubleshooter.edu.unideb.hu website.
Scope of Data Processed:	Name, email, phone number, content of the message.
Legal Basis for Data Processing:	Article 6 (1) (a) of the GDPR: The data subject has given consent to the processing of their personal data for one or more specific purposes.

Duration of Data Processing :	Until the withdrawal of consent, but no longer than the response is provided.
Parties with Access to Data:	Employees of Coordinating Center for International Education assigned to perform tasks.
Data Processing Related to Payment Obligation	
Purpose of Data Processing:	Recording and imposing the payment obligation for the service requested by first-year SH scholarship students. The transfer for first-year scholarship students (who are eligible for the discount) is paid by the university to the transfer company (based on an invoice during the settlement period), and the student's contribution is charged in the Neptun system.
Scope of Data Processed:	Name (last name, first name), Neptun code, SH ID.
Legal Basis for Data Processing:	Article 6 (1) (c) of the GDPR: The processing is necessary for compliance with a legal obligation to which the Data Controller is subject.
Duration of Data Processing:	8 years as per the Accounting Act.
Parties with Access to Data:	Employees of Coordinating Center for International Education and employees of the Transfer company assigned to perform tasks.

Rights of Data Subjects and Rules for Exercising Rights

Right to Information: As per Article 15 (1) of the GDPR, the data subject may request information about the personal data processed by the **Data Controller**.

Right to Request a Copy: Under Article 15 (3)-(4) of the GDPR, the data subject may request a copy of the personal data processed by the **Data Controller**.

Right to Rectification: In accordance with Article 16 of the GDPR, the Data Controller will modify or clarify personal data upon the request of the data subject.

Right to Restrict Processing: The data subject may request the restriction of data processing in the following cases:

- If the accuracy of the personal data is contested, processing will be restricted until the **Data Controller** verifies the accuracy of the personal data;
- If the processing is unlawful and the data subject opposes the erasure of the data and requests the restriction of their use instead;
- If the Data Controller no longer needs the personal data but the data subject requires them for the establishment, exercise, or defense of legal claims;
- If the right to object is exercised, processing will be restricted until the legality of the request is verified.

Right to Erasure: As per Article 17 (1) of the GDPR, the data subject may request the deletion of personal data that has been made public.

Legal Remedies

If the data subject believes that the **Data Controller's** data processing does not comply with legal requirements, they may initiate proceedings with the National Authority for Data Protection and Freedom of Information (Mailing address: 1363 Budapest, Pf.: 9, email address: ugyfelszolgalat@naih.hu) or turn to the courts.

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